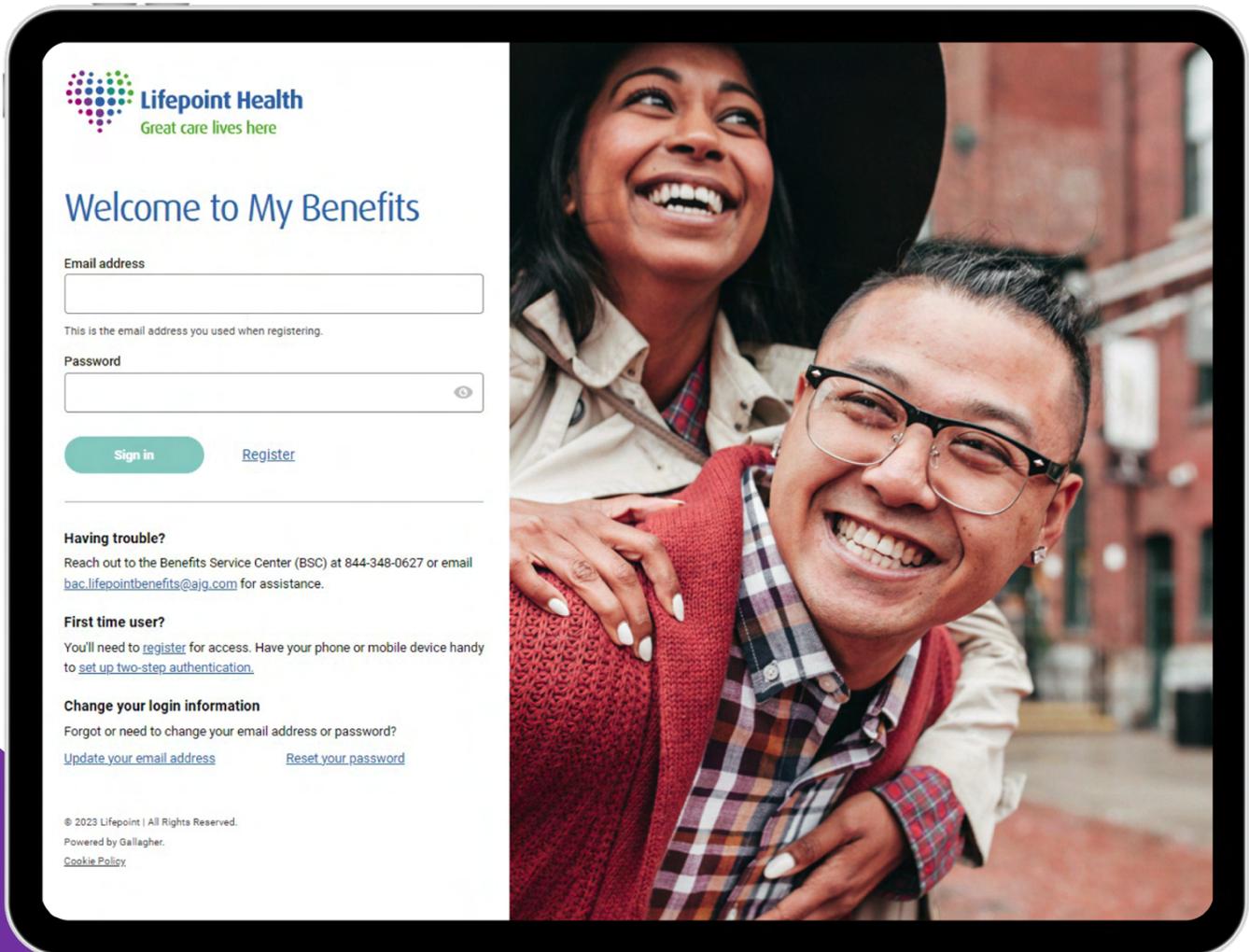
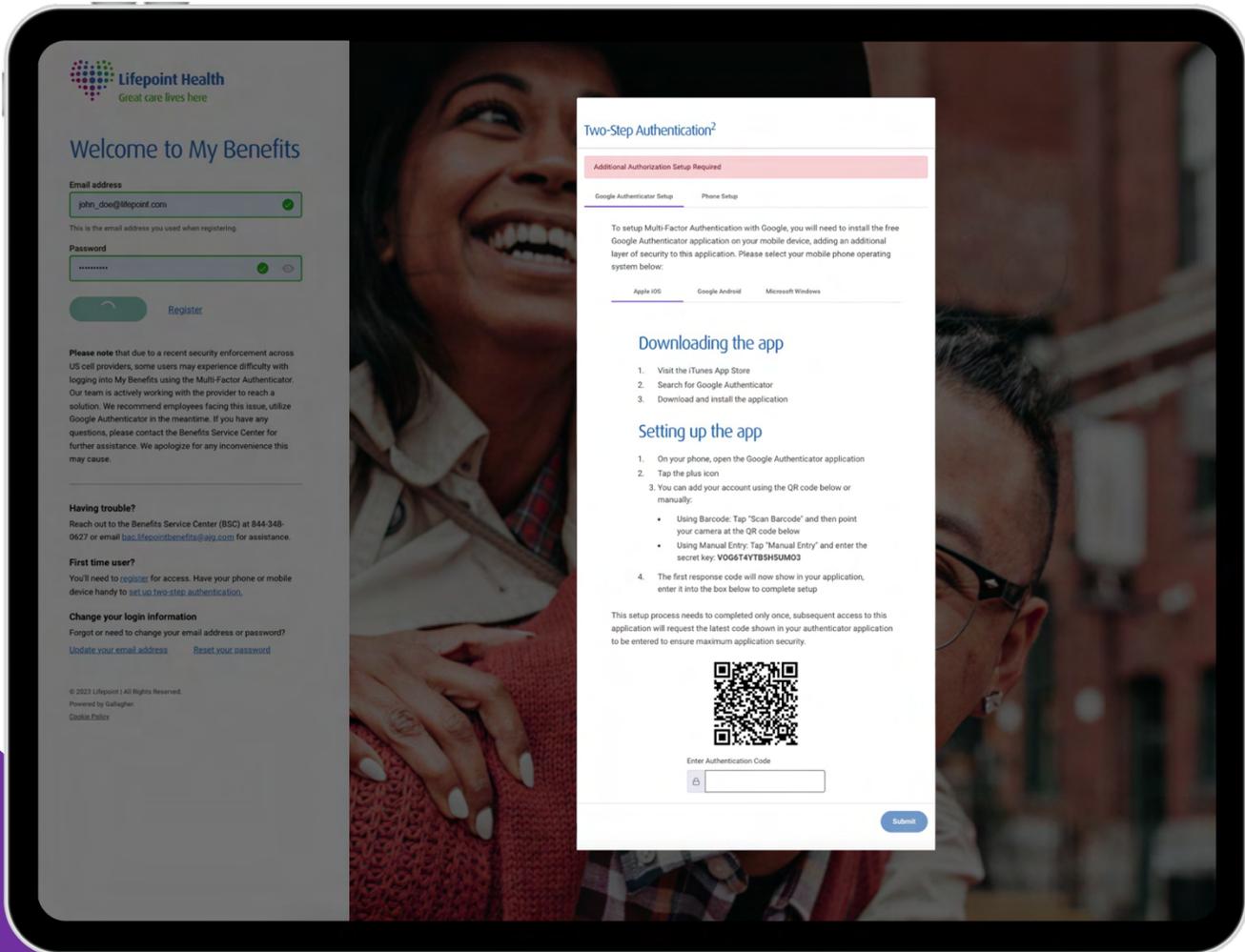


Multi-Factor Authentication

Step 1: Upon opening the **My Benefits** site (lifepointbenefits.net), employees who are not yet registered can use the “register” link to follow the prompts and register their account.



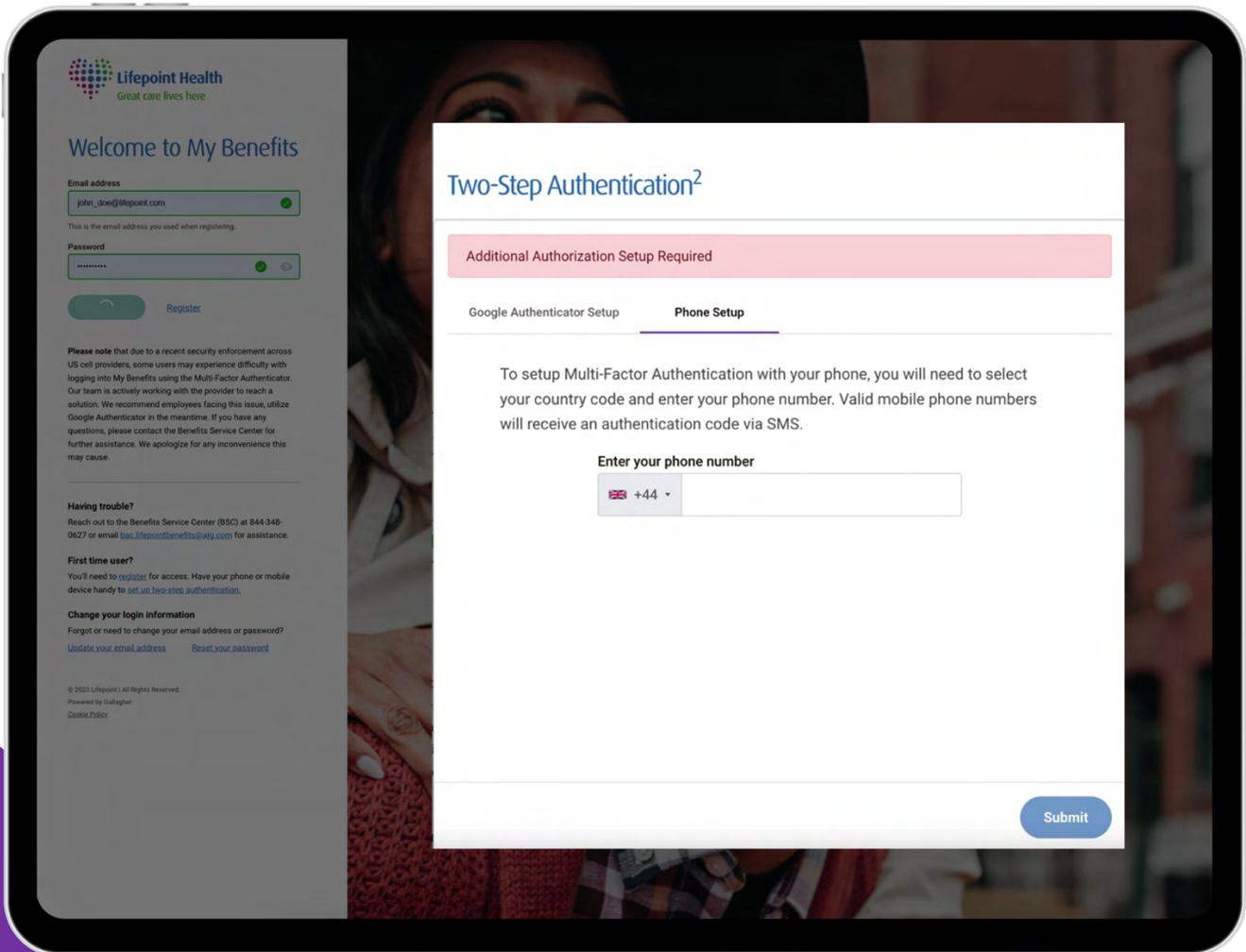
Step 2: Once registered, upon first login, where Multi-Factor Authenticator has not previously been activated, the user will be presented with the screen below. When clicking the **“Receive via app”** link, the user will be shown the following instructions. Once the app has been downloaded and set-up, you will be required to enter in the authentication code each time you log-in, where you will be authenticated and taken to the **My Benefits** homepage.



Please note only one type of MFA needs to be set-up; either the authenticator app or the SMS authentication.



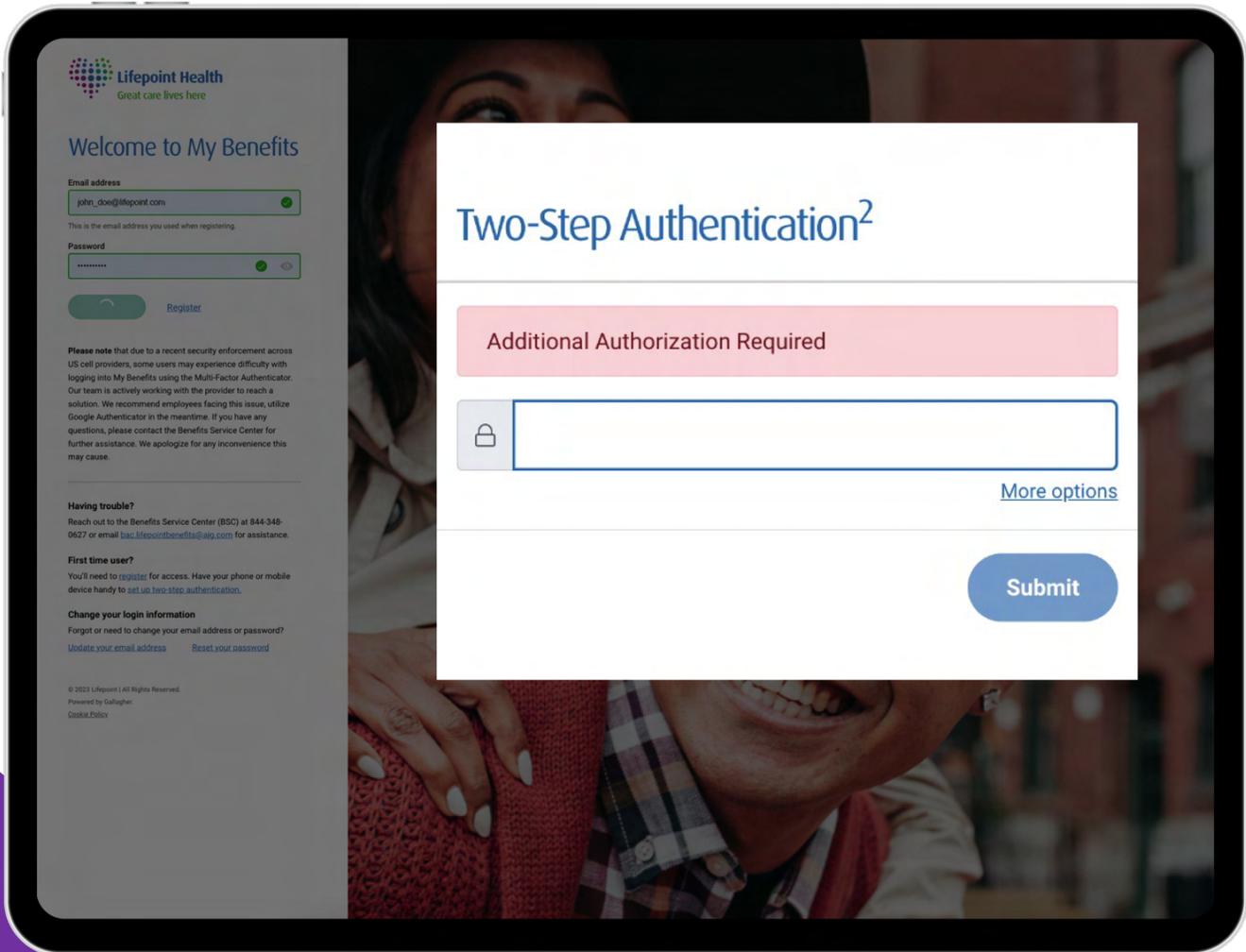
Step 3: When clicking the “**Receive via SMS**” link, you will be shown the below screen with instructions. Once phone setup has been completed, you will receive an SMS with a 6-digit authentication code to enter, once authenticated you will be taken to the **Lifepoint Benefits homepage**.



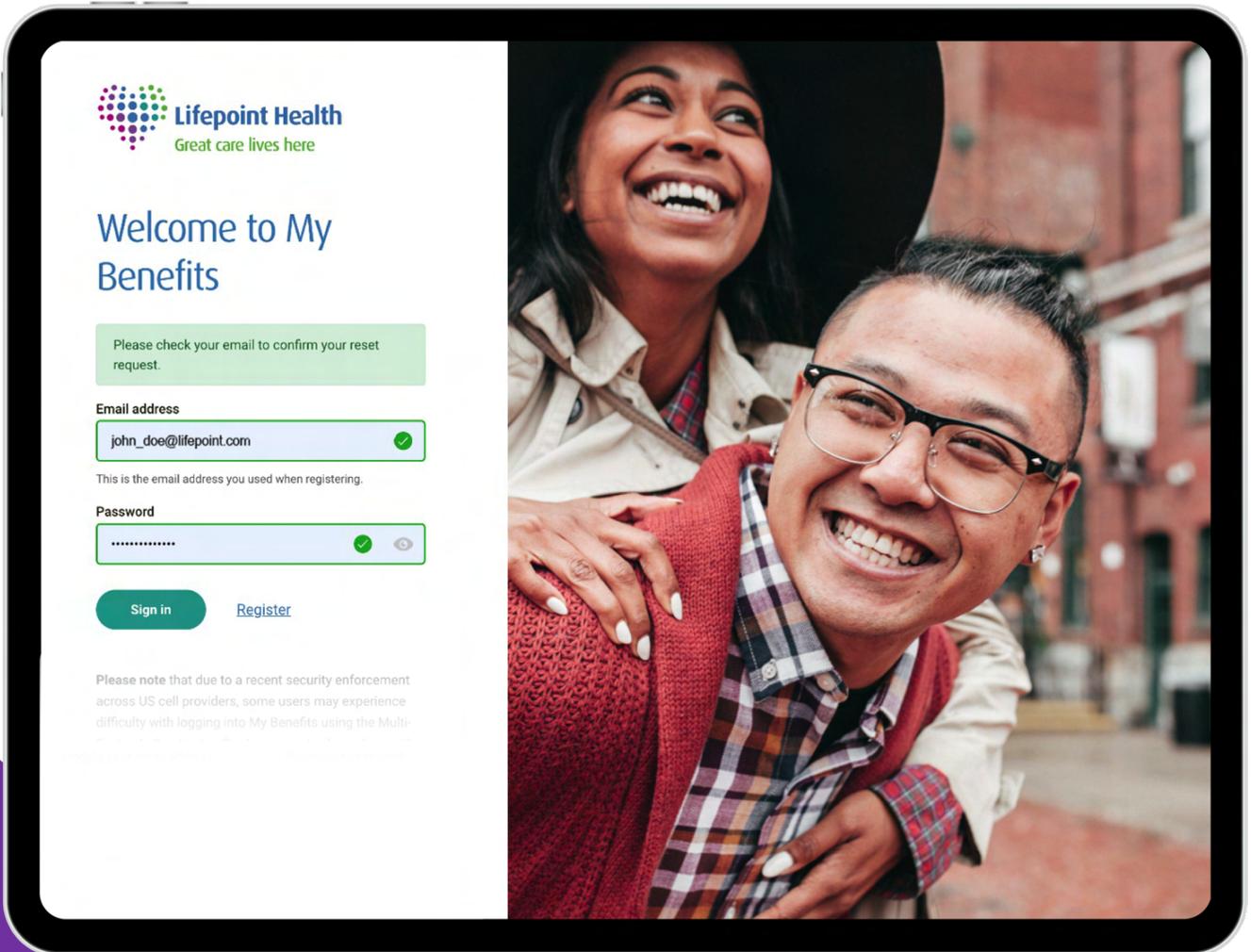
Please note only one type of MFA needs to be set-up; either the authenticator app or the SMS authentication.



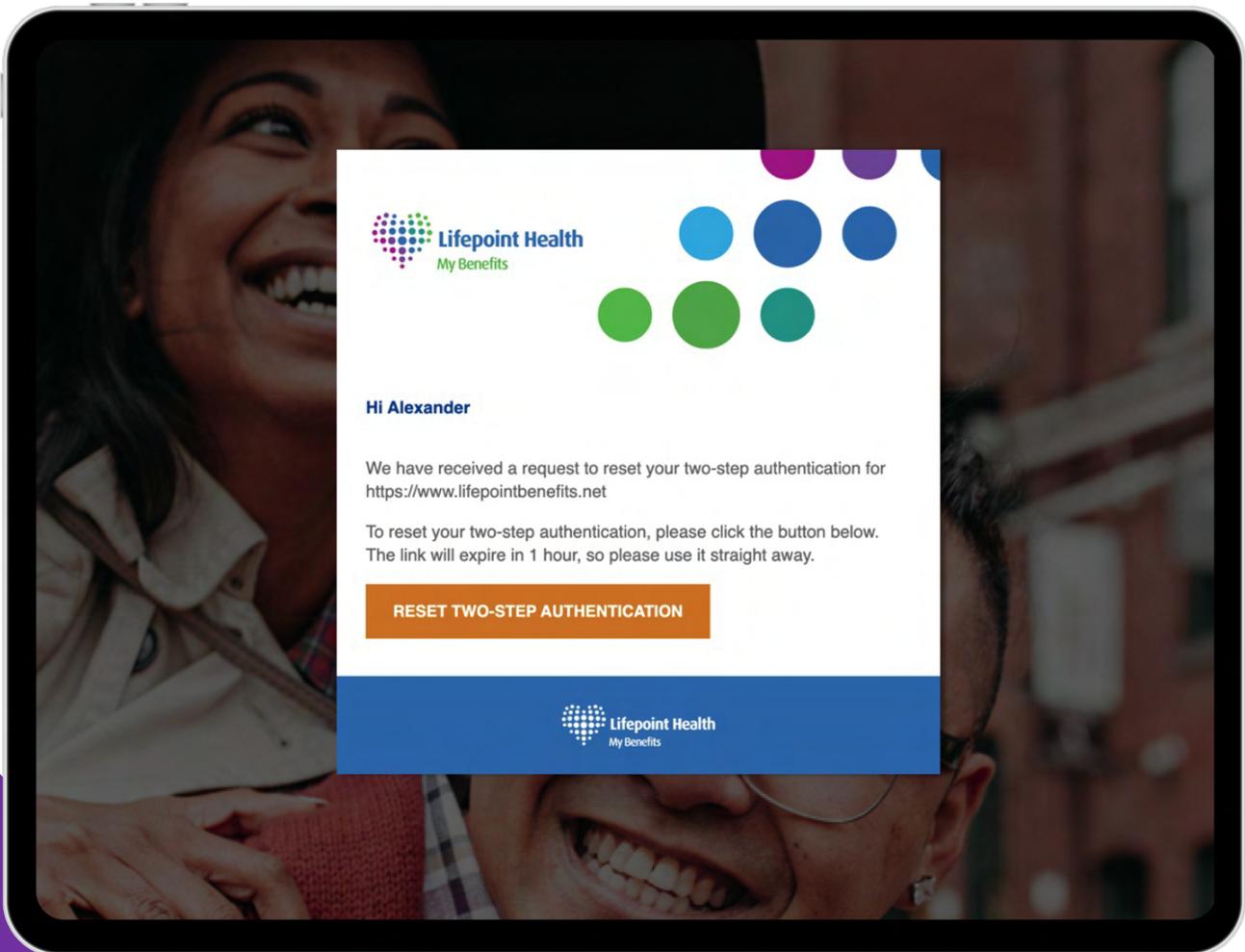
Step 4: On subsequent logins, users will be presented with the screen relevant to their original two-step authentication choice (APP or SMS).



Step 5: If a Multi-Factor Authentication reset is required, you can simply request a reset on the login page. You will see a green banner once the reset has been initiated.



Step 6: Following the reset request, you will receive the following email to your registered email address, prompting you to reset your account by following the instructions. Please note, the emailed link expires within 1 hour.



Step 7: Once you receive the email and click on the link within 1 hour, you will be taken to the **My Benefits** website and will see the success message as shown below. You will be required to re-register your account, which you can do by clicking the link within the green banner.

